

COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULES POLICY

RATIONALE:

The policies of Findon Primary School describe the main processes, functions and operations of the school. Policy and process is essential to the operation of the school to ensure the learning, security and wellbeing of all community members. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

AIMS:

- To ensure that Findon Primary School policies frame and accurately reflect the school operations, directions, and goals
- To ensure all policies meet legislative, compliance and duty of care requirements
- To ensure that information pertaining to our school policies and procedures is communicated to and readily accessible by the school community, including parents/caregivers, staff and students (as appropriate).

IMPLEMENTATION:

Policy Development and Review

- All policies will use the school's policy layout, meet legislative and compliance requirements, and have a designated evaluation and review period as per departmental guidelines. The policies describe the rationale, aims, implementation, evaluation and references related to the operations and directions of the school as a whole.
- The process of developing and reviewing school policies will be managed by the Principal or nominee in conjunction with the Education Sub Committee and School Council. The consultation and review process will follow a transparent and consultative process in accordance with the guidelines on the *Department of Education School Policy Template Portal and Policy Advisory Library (PAL)*.
- The school will ensure it has all required policies in place to meet minimum registration standards required by the *Victorian Registration and Qualifications Authority (VRQA)*, along with any additional mandated policies required by the *Department of Education (DET)*.
- In cases where schools are not required to have a local policy in relation to matters, the school will follow the Department's policy on such matters and will refer to *School Policy and Advisory Guide (SPAG) and PAL*. In these cases, the school will refer parents/caregivers and community members to the relevant information on the Department's website as required.
- When necessary, the school will develop additional local policies to respond to specific school community needs, issues or directions. The focus of all school policies must remain on the needs of students and school operations.
- Where consultation and School Council approval is required, the Education Sub Committee will review policies prior to the School Council meeting and will seek consultation and approval from School Council. Although not all policies require School Council approval, Findon PS will continue to have policies presented to School Council, with members receiving policies prior to the scheduled meeting.

Communication and Publication of School Policies:

- Changes as a result of policy developments and/or reviews will be advised to students, staff and parents/caregivers as required.
- All ratified policies will be listed in the newsletter, tabled at staff briefings and discussed at team/leadership meetings where relevant.
- Relevant policies will be uploaded to the school website.
- Enrolment packs will include relevant policies and/or excerpts of key information from relevant policies.
- Relevant policies will be discussed as part of the Beginning School Program. Policies will be discussed during staff induction and all staff will be encouraged and expected to review the website and policy folder.
- At relevant times throughout the year, excerpts and key points of school policies will be published in the school newsletter or at school assemblies.
- Cohorts and individual students may access the policies as a part of their learning or on a needs basis.
- Policies may be discussed with families on an individual basis.
- Some policies will be highlighted further to staff through professional learning activities.
- A staff member, parent/caregiver or school councillor may request a copy of any school policy at any time via the school website or the Policy Folder at the office.

Policy Queries:

- Any concerns relating to the structure and operations of the school should be directed to the Principal.
- Concerns or queries regarding Governance related matters, including School Council approved policies may be directed to either the Principal or the School Council President.
- Community members with queries or concerns related to Department of Education Policy will be referred to the Department of Education website.

Policy	Schedule	Communication Procedures and Schedule for the members of our school community			
		Staff	Student	Parent/Caregiver	General Community
<p><u>Student Learning Policies</u></p> <ul style="list-style-type: none"> - Attendance Policy - Camping and Excursion Policy - Class Placement Policy - Curriculum Framework Policy - Digital Technologies Policy - English Policy - Homework Policy - Incursion Policy - Mathematics Policy - Program for Students with Disabilities and Inclusion Policy - Retention Policy - Swimming Policy 	<p>Beginning year</p> <p>Relevant times throughout year</p> <p>End Year</p> <p>Ongoing</p>	<ul style="list-style-type: none"> - School Website - School Policy Folder - Reference at briefing, team and leadership meetings - Reference in relation to individual matters - Newsletter - Professional Learning - Hardcopies provided (where applicable) - Staff mentoring and coaching 	<ul style="list-style-type: none"> - School Website - Class and cohort meetings in relevant situations - Reference to policy for individual matters 	<ul style="list-style-type: none"> - School Website - Reference in newsletters - Enrolment/transition Information - Beginning School Program parent information session - Individual parent meetings as required - Assembly 	<ul style="list-style-type: none"> - School Website
<p><u>Student Wellbeing Policies</u></p> <ul style="list-style-type: none"> - Behaviour Management Policy - Bullying Prevention Policy - Child Safe Policy - Child Safe Code of Conduct Policy - Child Safe Reporting Obligations Policy and Procedures - Duty of Care Policy - Personal Mobile Device Policy - Photographing, Filming and Recording Students Policy - Statement of Values and School Philosophy Policy - Student Wellbeing, Engagement and Inclusion Policy - Transition Policy 	<p>Beginning year</p> <p>Relevant times throughout year</p> <p>End Year</p> <p>Ongoing</p>	<ul style="list-style-type: none"> - School Website - School Policy Folder - Reference at briefing, team and leadership meetings - Reference in relation to individual matters - Newsletter - Child Safe Manual - Professional Learning - eLearning Staff mentoring and coaching 	<ul style="list-style-type: none"> - School Website - Class and cohort meetings in relevant situations - Reference to policy for individual matters - Respectful Relationships Education 	<ul style="list-style-type: none"> - School Website - Reference in newsletters - Enrolment/transition Information - Beginning School Program parent information sessions - Individual parent meetings as required - Assembly 	<ul style="list-style-type: none"> - School Website

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- Yard Duty and Supervision Policy					
<p><u>Medical Policies</u></p> <ul style="list-style-type: none"> - Administration of Medication Policy - Anaphylaxis Policy - Asthma Policy - Complex Health Care Needs Policy - First Aid Policy - Head Lice Policy - 	<p>Beginning year (and ongoing)</p>	<ul style="list-style-type: none"> - School nurse at staff induction - Professional Learning - eLearning - Medical alert posters - Individual medical plans - School Website - School Policy Folder - Reference at briefing, team and leadership meetings - Reference in relation to individual matters - Newsletter - Staff mentoring and Coaching 	<ul style="list-style-type: none"> - School Website - Referenced in newsletter items - Individual medical plans - Student/caregiver meetings as required 	<ul style="list-style-type: none"> - School Website - Referenced in newsletter items - Individual medical plans - Parent meetings as required - Enrolment/transition - Foundation information sessions - Meet and Greet - Assembly 	- School Website
<p><u>Community Policies</u></p> <ul style="list-style-type: none"> - Cash Handling Policy (local) - Communication of Policies and Procedures Schedule - Dealing Constructively with Parent Concerns and Complaints Policy - DET Health, Safety and Wellbeing - DET OHS Consultation and Communication Policy - Electronic Funds Transfer Policy (local) - Enrolment Policy - Fundraising Policy - Inclusion and Diversity Policy - Investment Policy (local) - Media Policy - Occupational Violence and Aggression Policy - Parent Payment Policy (link) 	<p>Beginning year Relevant times throughout year Ongoing</p>	<ul style="list-style-type: none"> - School Website - School Policy Folder - Reference at briefing, team and leadership meetings - Reference in relation to individual matters - Leadership - Newsletter 	<ul style="list-style-type: none"> - School Website - Class and cohort meetings in relevant situations - Reference to policy for individual matters - Respectful Relationships learning/Inquiry/Student Voice and Agency 	<ul style="list-style-type: none"> - School Website - Reference in newsletters - Enrolment/transition Information - Beginning School Program parent information session - Individual parent meetings as required - Assembly 	- School Website

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<ul style="list-style-type: none"> - Personal Property Policy - Petty Cash Policy (local) - School Privacy (link) - Smoke Free Policy - Student School Placement Policy - Student Transfer Policy - Sustainability Policy - Uniform and Sun Smart Policy - Visitors in School Policy - Volunteer Policy - Working with Children Check Policy (link) 					
<p>Staff Policies</p> <ul style="list-style-type: none"> - Leave Policy (local) - Long Service Leave Policy (local) - Staff Dress Code Policy (local) 	<p>Relevant times throughout year</p> <p>(and ongoing)</p>	<ul style="list-style-type: none"> - School Policy Folder - Reference at briefing, team and leadership meetings - Reference in relation to individual matters 			
<p>Additional Resources</p> <ul style="list-style-type: none"> - Child Safety Risk Assessment - Child Safety Commitment Statement 	<p>Ongoing</p>	<ul style="list-style-type: none"> - School Website - School Policy Folder - Professional learning - Reference at briefing, team and leadership meetings - Reference in relation to individual matters - Newsletter - Child Safe Folder 	<ul style="list-style-type: none"> - Newsletter - Respectful Relationships Learning - Individual matters 	<ul style="list-style-type: none"> - School Website - Reference in newsletters - Enrolment Information - Beginning School Program parent information session as required - Individual parent meetings as required - Assembly 	<ul style="list-style-type: none"> - School Website

EVALUATION

This policy shall be reviewed as part of the three year policy and process review.

REFERENCE

Findon Primary School Website - <http://www.findonps.vic.edu.au/>

Policy and Advisory Library - <https://www.education.vic.gov.au/school/principals/spag/governance/pages/registration.aspx>

Victorian Registration and Qualifications Authority (VRQA) - <https://www.vrqa.vic.gov.au/Pages/default.aspx>

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